

AD116

CLEARANCE AND APPROVAL FOR DEPARTMENTAL ISSUANCES UNITED STATES DEPARTMENT OF AGRICULTURE

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|----|---|---------------------------------------|-------------------------------------|------------------------------|----------------------------------|----------------------------------|-------------------------------|--------------------------------|
| 1 | TYPE OF CLEARANCE / ACTION | Simultaneous <input type="checkbox"/> | Sequential <input type="checkbox"/> | New <input type="checkbox"/> | Revised <input type="checkbox"/> | Amended <input type="checkbox"/> | | |
| 2 | CLASSIFICATION NUMBER AND TITLE | | | | | | | |
| 3 | INDEX TERMS | | | | | | | |
| 4 | ORIGINATOR | Name | Room Number | Extension | Date | OPI | | |
| 5 | FORMS AND REPORTS CLEARANCE | Forms | Date | Reports | Date | | | |
| 6 | CLEARANCE DEADLINE / DISTRIBUTION | Complete by (date) | | Distribution Codes | | | | |
| 7 | CLEARANCE ORIGINATING ORGANIZATION | Name | Title | Room Number | Date In Out | | Initials | |
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| 8 | OTHER CLEARANCES See specific instructions on reverse | Organization Abbreviations | Name and Title | Room Number | Date In Out | | Concur no comment comments | Nonconcur comments attached |
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| 9 | REMARKS | (for additional space attach paper) | | | | | | |
| 10 | SIGNATURE AUTHORITY | Signature | | Title | | Date | | |

Writer's Readability Appraisal

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|---|--|--|--|--|--|--|-------|
| 1 GENERAL INSTRUCTIONS | Prepare original and allow one copy for each clearance officer if clearances are obtained simultaneously. If clearance is obtained sequentially, only one copy is required. | | | | | | |
| 2 SPECIFIC INSTRUCTIONS <small>Clearance officers are to indicate concurrence/nonconcurrence by initialing one of the three columns described.</small> | <p>a. Concur (No Comments) - In agreement with the directive to the extent that it affects the functions and activities of the clearing organization.</p> <p>b. Concur (Comments Attached) - The clearing organization is in general agreement with the directive but is suggesting some changes. These changes, however, are only suggestions and the directive is considered acceptable if the changes are not made. If clearance is simultaneous, minor changes may be entered on the directive itself; if major changes are suggested, the clearance office must prepare a memorandum and return it with the directive to the originator. If clearance is sequential, the clearance officer should contact the CPl to resolve any conflicts before forwarding to the next clearance officer.</p> <p>c. Nonconcur (Comments Attached) - The clearing organization has strong feelings about the effects of the proposed directive on its own areas of responsibilities and operations. The nonconcurring official must prepare a memorandum explaining the reasons for nonconcurrence and stating what specific changes are necessary before concurrence can be given. This memorandum of nonconcurrence is attached to the directive package and returned to the originator immediately for both simultaneous and sequential clearances.</p> | | | | | | |
| 3 INSTRUCTIONS FOR FOG INDEX | Choose a representative sample of text of at least 100 words. For long directives, use samples from several pages. Analyze short documents (one-half page or less) completely. Exclude tables, graphics, and lists of one- or two-word items. | | | | | | |
| 4 ENTER DATA FOR EACH SAMPLE AS INDICATED BELOW | a. Identify Sample | Page and paragraph number of sample(s) | | | | | Total |
| | | | | | | | |
| | b. Number of Words <small>(Do not count words in headings unless continuous with text. Treat as one word: hyphenated words, numbers, abbreviations, and other symbols.)</small> | | | | | | |
| | c. Number of Sentences <small>(Count units which end in a period or a question mark. In vertical listings (except one- or two-word items) count the introduction and each item as a separate sentence.)</small> | | | | | | |
| | d. Number of Hard Words <small>(Treat hard words, all words of 3 or more syllables, abbreviations and symbols. Do not include capitalized words (proper nouns, adjectives, titles), unless symbolized or abbreviated.)</small> | | | | | | |
| 5 DETERMINE THE AVERAGE FOG INDEX FOR ALL TEXT USING TOTALS IN ITEM 4 ABOVE | a. Average number of words per sentence (item 4b divided by item 4c) | | | | | | |
| | b. Percent of hard words (Item 4d divided by item 4b) | | | | | | |
| | c. Sum of word average and hard word percent (Item 5a plus item 5b) | | | | | | |
| | d. Fog index (Item 5c multiplied by .4) | | | | | | |
| 6 HOW YOU CAN LOWER THE FOG INDEX | <p>a. Use simple words</p> <p>b. Write in the active voice</p> <p>c. Write short sentences</p> <p>d. Limit sentences to one thought</p> <p>e. Cut useless words and information</p> | | | | | | |

The above procedure is based on Robert Gunning's Fog Index Formula, from "The Technique of Clear Writing," McGraw-Hill Book Co., Inc.